Business Function Guidelines

Location
Business Functions may be scheduled at official meeting hotels. All space requests must be approved and coordinated through ASHP. Hotel assignments will be made on a first-come, first-served basis, and based on hotel availability.

Schedule
Functions may be conducted Saturday-Wednesday during times that do not conflict with ASHP programming and exhibits.

Permissible Times
Saturday (anytime before 2:00 pm and after 4:00pm)
Sunday (Anytime before 7:45am)

Morning programs
Monday (anytime before 7:45 am) Tuesday - Wednesday (anytime before 7:30 am) All programs must conclude by 7:30 am

Evening programs
Monday and Tuesday (5:30 pm start time)

We recommend a 5:30 pm start time, as ASHP sessions do not conclude until 5:00 pm

Cost
The ASHP business function fee is $660, per event/per day. Full payment must be submitted online using a credit card. Organizations may be charged additional fees by the hotel, including but not limited to room rental, food/beverage and audio visual.

Meeting Room, Audio Visual and Food/Beverage
Organizations must make their own arrangements. For food and beverage consult directly with the hotel after your space has been assigned. PSAV is the exclusive provider of Audio Visual and Computer needs for affiliate events. You may order equipment directly at http://www.psav.com/USDefault.aspx or for consultation, email Ed Bodnar at ebodnar@psav.com.

Confirmation
All applications are subject to ASHP approval. Applications are processed on a first-come, first-served basis, and based on hotel availability. A representative from the assigned hotel will contact you directly to coordinate additional details. Note: Please allow at least 10 business days for confirmation of space.
Signs
One professionally produced sign, not to exceed 30” x 40”, may be displayed outside your assigned meeting room. ASHP does not permit the distribution or placement of flyers or signs in any other area of the convention center (with the exception of the organizer’s or commercial supporter’s exhibit booth) or the hotels. ASHP reserves the right to discard signs and flyers of any organization violating this policy.

Event Promotion
Activity brochures, signage, and other printed material must include the following phrase, “A Business Function conducted at the 2016 Summer Meetings and Exhibition.” No other phrase or reference to ASHP or the ASHP Meeting is permitted. Activity organizers may not use the ASHP logo or ASHP meeting graphics on function materials and may not list ASHP as a co-sponsor of the activity. If pre-registering attendees, printed material must also indicate that preregistration is for planning purposes only and seating will be available on a first-come, first-served basis. Program information will be published in ASHP materials according to the scheduled deadlines. Visit our Advertising and Marketing Opportunities page to learn more about lead retrieval, renting mailing lists, registration bag inserts, and other promotions.

Changes/Withdrawals
Changes to your original schedule (date, time, hotel, attendance) must be submitted in writing to exhibits@ashp.org. Activity organizers who cancel programs by March 4, 2016 will receive a refund of fifty-percent (50%) of the full price of the business function. After March 4, 2016 ASHP will retain the full price of the symposia as liquidated damages.

Application
Application for Business Function will open on February 1.